

18 May 1960

MEMORANDUM FOR: Members of the OTR Education Committee

SUBJECT : Scheduled Meeting

1. A meeting of the OTR Education Committee will be held on 2 June 1960 at 1600 hours in the OTR Conference Room, Building

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2. The purpose of this meeting will be to decide upon the format of the Training Report form for recommendation to DTR. A sample format was submitted to you by memo under date of 25 March 1960.

3. Several Committee members have already submitted drafts of their material for the Instructor Handbook. It would be desirable if the remaining drafts would be made available by the time of this meeting.

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Educational Specialist

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